

To: Real Estate Department Partners  
 From: Real Estate Department – Production  
 Date: January 27, 2016  
 Re: **CHDO Capacity Building Class Schedule Update**

**Notice: RED-16-08**

The dates for all five CHDO Capacity Building classes have been updated, with dates set for the CHDO 301, 401 and 501 modules. Registration is open for the 101, 201 and 301 classes.

Beginning in 2017, IHCD will amend its policies for the HOME program in a way that will give a significant funding advantage to certified CHDOs. This Capacity Building Program will provide special assistance entities that are capable of carrying out CHDO activities. This program is open to existing (certified) CHDOs as well as those nonprofits seeking to become CHDOs.

The CHDO Capacity Building class schedule, descriptions and registration information can be found below. Classes are free and are not required in order to submit a HOME CHDO application however it is strongly recommended that you attend in order to understand the requirements of the IHCD CHDO program. There will be a scoring advantage in the 2017 HOME application and an offer for one-on-one technical assistance with HPG Network for those that complete all courses listed in this notice.

Additionally, applications for 2016 CHDO Certification will be in conjunction with the 2016 HOME application or in conjunction with a Predevelopment or Seed Money application. Questions about the 2016 CHDO program can be directed to your [regional Real Estate Production Analyst](#).

<b>February 9 –</b> 9 a.m. EST or 1:30 p.m. EST	<i>CHDO 101 – What is a CHDO and Why Become One?</i>  This class will explore the basics of the HOME CHDO program and the benefits of being a CHDO.	This class will be offered at two times on February 9 and will be offered virtually.  To register email Joy Hudson at <a href="mailto:joy@hpgnetwork.com">joy@hpgnetwork.com</a>
<b>February 23 –</b> 9 a.m. EST or 1:30 p.m. EST	<i>CHDO 201 – How to Become a Certified IHCD CHDO</i>  This class will offer detailed information about what steps and documentation is needed to become a certified CHDO with IHCD. Be sure to look at the CHDO application policy and forms in the 2016 HOME application	This class will be offered at two times on February 23 and will be offered virtually.  To register email Joy Hudson at <a href="mailto:joy@hpgnetwork.com">joy@hpgnetwork.com</a>

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 Sue Ellspermann



	prior to the beginning of class.	
<b>March 17 –</b> 9 a.m. EST or 1:30 p.m. EST	<p><i>CHDO 301 – IHCD’s New CHDO Program</i></p> <p>This class will offer an in-depth exploration into IHCD’s CHDO program and an expanded look at the benefits of being a CHDO. The course will cover special operating funds and predevelopment/seed money for potential HOME developments that are available exclusively to CHDOs.</p>	<p>This class will be offered at two times on March 17<sup>th</sup> and will be offered virtually.</p> <p>To register email Joy Hudson at <a href="mailto:joy@hpgnetwork.com">joy@hpgnetwork.com</a></p>
<b>June 8 –</b> 9 a.m. EST or 1:30 p.m. EST	<p><i>CHDO 401 – Predevelopment: Tools for Putting Together a Fundable HOME Development</i></p> <p>If you are interested in exploring predevelopment funding for a 2017 HOME project, this is the course for you! The predevelopment stage is paramount to determine whether or not an affordable housing development is feasible. This course will offer insights into the perks and pitfalls of affordable housing development, construction financing, long-term operating expenses and a look at the IHCD applications for the predevelopment financial tools offered exclusively to CHDOs.</p>	<p>This class will be offered at two times on June 8 and will be offered virtually.</p> <p>Look for registration information in spring 2016.</p>
<b>July 12 –</b> 9 a.m. EST or 1:30 p.m. EST	<p><i>CHDO 501 – Predevelopment: Preparing Your Organization for Success</i></p> <p>Maybe your development idea is feasible but do you have the team to build it? A CHDO is required to have a team of experienced affordable housing professionals to successfully carry out a HOME development – including its board members. Learn how to assess, build and enhance internal capacity to undertake complex affordable housing developments.</p>	<p>This class will be offered at two times on July 12 will be offered virtually.</p> <p>Look for registration information in spring 2016.</p>